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**RECORDS MANAGEMENT PROGRAM**

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**RECORDS CONTROL SCHEDULE  
FOR THE**

NATIONAL INTELLIGENCE OFFICE



**SECRET**

### RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 03-75 for the National Intelligence Office is approved and implementation of the disposition instructions contained therein is authorized. This is a new Schedule for the National Intelligence Office which was newly established 1 October 1973.

Prepared and Reviewed:

X1 [ ] NIO/RMO 20 March 1975

Concurrence:

(Signed schedule sheet)

George A. Carver, Jr. D/DCI/NIO 20 March 1975

X1 [ ]  
Records Administrative Office 20 March 1975

Approved:

[ ] /s/  
CIA Records Management Officer

24 MAR 1975

Date

**SECRET**

RECORDS CONTROL SCHEDULE		Approved For Release 2005/11/24 : CIA-RDP78-00487A000100010001-0		CLASSIFICATION SECRET		OLD SCHEDULE NO(S) 1 Oct 1973 Newly Established Office,		REVISED SCHEDULE NO. <del>03-74</del> 03-75	
OFFICE, DIVISION, BRANCH NATIONAL INTELLIGENCE OFFICE/DCI						DATE(S) OF OLD SCHEDULE(S)		DATE OF CONCURRENCE 20 Mar 1975	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE George A. Carver, Jr.						D/DCI/NIO		CONCURRENCE	
OLD SCHEDULE AND ITEM NO(S).		NEW ITEM NO.		LOCATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CU. FT.)		DISPOSITION INSTRUCTIONS	
N.A.		1		OFFICE SUBJECT FILE  Consists of correspondence, reports, cables, memoranda, reference publications and other papers reflecting policy decisions and procedures for the coordination, evaluation and production of intelligence estimates. These papers collected in the preparation of intelligence estimates relate to matters of current or continued interest to D/DCI/NIO and the Staff. Filed accordingly to Agency Subject Filing System. (November 1973 to date)  a. Substantive and Policy Material.  b. Transitory and Administrative.  c. Chrono File. An extra copy of correspondence originated by the D/DCI/NIO and members of the NIO Staff on various subject matters. File maintained for reference purposes for the D/NIO and the Staff. Filed chronologically. (November 1973 to date)		36.0		Permanent. Destruction not authorized. Retain in office area as long as needed then transfer to Records Center.  Temporary. Destroy after 2 years. Cut off at end of calendar year. Hold in office area for 1 year then transfer to Records Center. Hold in Records Center for 1 year then destroy.  3.0 Temporary. Destroy after 5 years. Cut off at the end of each calendar year and transfer to NIO/Registry. Hold 1 year and transfer to Records Center.	

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
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	2	<p>WORK FILES</p> <p>Consists of working copies and reference material accumulated in the general administration of daily activities. (November 1973 to date)</p>	18.0	Temporary. Destroy when no longer needed for current work purposes.
	3	<p>NATIONAL INTELLIGENCE ESTIMATE FILES</p> <p>a. Development File. This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all draft versions, copy of final published version, copies of all contributions and other documents pertaining to the development and preparation of a finished NIE, SNIE, NIAM, Interagency Memo, Report or Study. Filed numerically and chronologically by Estimate number and year. (1972 to date)</p> <p>b. Published Copy. This is an extra copy of all published National Intelligence Estimates, Special Estimates, Special National Intelligence Estimates, National Intelligence Analytical Memoranda, Interagency Memoranda, Interagency Reports and Interagency Studies, maintained for reference purposes for the D/DCI/NIO and the Staff. Filed numerically and chronologically by Estimate number and year. (1950 to date)</p>	<p>33.5</p> <p>29.0</p>	<p>Permanent. Disposal not authorized. Transfer to Agency Archives 1 year after completion of Estimate.</p> <p>Temporary. Retain in current files area indefinitely. Destroy when no longer needed in current files area.</p>

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
		c. Development File (Temporary) Consists of extra copies of all material collected during the development of an Estimate as mentioned above. Maintained for reference purposes until official record set is received. Filed numerically by Estimate number. (Current)	4.5	Temporary. Destroy upon receipt of official record set.
	4	CABLE FILE  Extra copies of Agency cables that are maintained as reference copies for the D/NIO and the Staff. Filed by Incoming and Director numbers on the cable. (Current)	.1	Temporary. Destroy when no longer needed for reference purposes.
	5	REFERENCE PUBLICATIONS  Copies of Agency publications, other Government Agencies publications, commercial magazines and catalogues, and newspapers collected and maintained for reference. Included are <del>Agency Regulations and Hand- books</del> , trade journals etc. Filed categorically by source.	21.0	Temporary. Screen periodically. <del>Return controlled copies or sets of copies of Agency Regulations and Handbooks to Regulations Control Staff when no longer needed.</del> Destroy <del>other</del> items that are superseded or no longer needed for reference purposes. (non-record)
	6	LIBRARY MATERIAL  These are bound books, technical manuals, political handbooks on various countries and journals on foreign affairs and other publications used for reference purposes.	20.0	Temporary. Return to CIA Library when no longer needed for reference purposes.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	7	<p>COMMUNICATIONS CONTROL RECORDS</p> <p>They reflect the receipt, internal routing and disposition of communications handled by the Office.</p> <p>a. Signed Document Receipts returned by recipients for complete material. (Current)</p> <p>b. Courier Receipts. Office copy of courier receipts.</p> <p>c. Cross Index Abstract File (3x5) of Secret, Top Secret and Codeword material used to record communications received and dispatched as well as to indicate accountability for Top Secret and Codeword documents. File maintained by source and classification control number. These items are not receipts, only an administrative control. (November 1973 to date)</p> <p>d. NIE, SNIE and NIAM Number Log. This log records the number assigned to an Estimate, the subject title and date of publication. Used to maintain control on NIE numbers. (1950 to date)</p> <p>e. Top Secret and Codeword Number Log. Maintained to control block of numbers assigned to NIO for each classification category. Used in assigning numbers to documents originating within NIO.</p>	SECRET	100110001-0	<p>.1 Temporary. Destroy after 2 years. Cut off at end of each calendar year, hold for 2 years then destroy.</p> <p>.1 Temporary. Destroy after 3 months. (non-record)</p> <p>.5 Temporary. Destroy <sup>10</sup><del>12</del> years after documents have been transferred, destroyed or downgraded.</p> <p>.2 Temporary. Retain in current files area indefinitely. Chief, Agency Archives requested these be sent to him for use as a locator aid for logged items held in the Archives.</p> <p>.1 Temporary. Destroy 10 years after documents have been transferred, destroyed or downgraded.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
	8	<p>REGULATORY ISSUANCES</p> <p>a. NIO Issuances - record copy</p> <p>b. NIO Issuances - extra copies</p> <p>c. Agency Issuances</p>		<p>Permanent. Disposal not authorized. Forward record copy to the Agency Archives upon issuance.</p> <p>Temporary. Retain in current files area until no longer needed, then destroy.</p> <p>Temporary. Retain in current files area until superseded, obsolete or no longer needed. Return controlled copies to Regulations Control Staff and destroy other superseded or obsolete copies according to accompanying instructions.</p>

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